

31 Process Improvement Network PIN Administration

31.1 PIN Administration Overview

The Process Improvement Admin. screen (Figure 31-1) allows you to add, change and conditionally edit Tertiary Codes.

Note: If your security level is “user,” you will be unable to access this function.

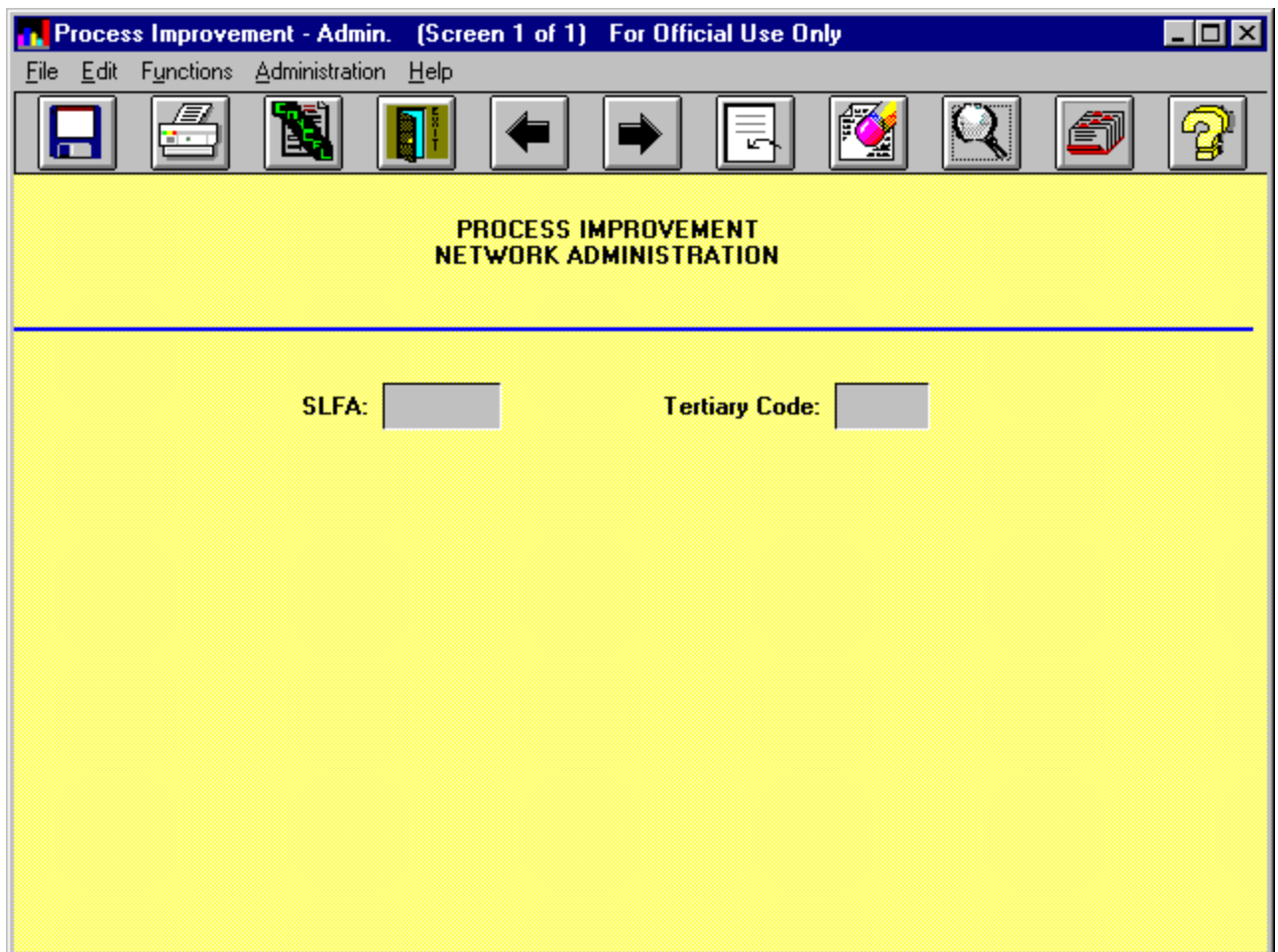


Figure 31-1 Process Improvement-Admin Screen

31.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

31.1.2 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

31.1.3 To View or Edit Existing Record



Search
Icon

1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 31-2) appears.

The image shows a Windows-style pop-up window titled "PIN Administration Search For Official Use Only". The window has a yellow background. At the top, there are two input fields: "SLFA:" and "Tertiary Code:". Below these is a large text area labeled "Located:". At the bottom right, there is a "CANCEL" button.

Figure 31-2 PIN Administration Search Pop-Up Window

2. Type in the desired **SLFA**, and then press **Tab** or **Enter**.

3. Type in the desired **Tertiary Code**, and then press **Tab** or **Enter**. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 31-3).

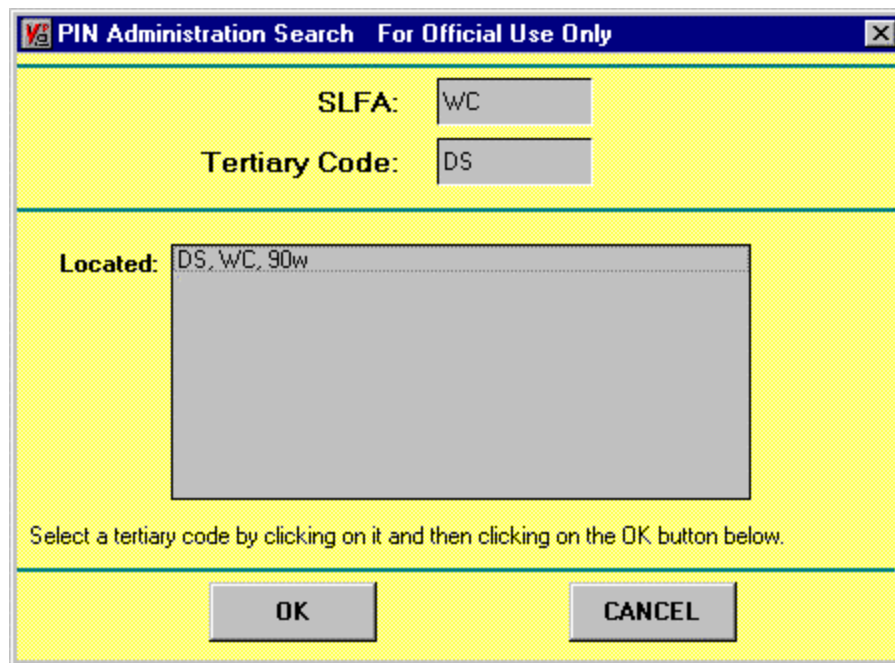


Figure 31-3 PIN Administration Search Results Pop-Up Window

4. Select (click on) the one you want.
5. Click **OK**. Information associated with the record you selected is displayed on the Process Improvement Network Administration screen where you can edit the **Tertiary Code**. *Note: You cannot change the **SLFA** for a record that has been saved. Therefore, you must delete the record containing an incorrect **SLFA** and then add the correct one.*
or
Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 31-4). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

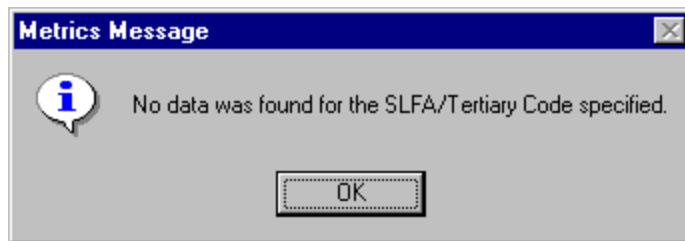


Figure 31-4 No Data Found Pop-Up Message

31.2 Process Improvement-Admin Screen 1 of 1

When the Process Improvement-Admin. screen opens, you can either insert a new record (Section 31.1.1) or search for an existing one to open (Section 31.1.3). The delete procedure is explained in Chapter 6.

Process Improvement - Admin. (Screen 1 of 1) For Official Use Only

File Edit Functions Administration Help

PROCESS IMPROVEMENT
NETWORK ADMINISTRATION

SLFA: 31.2.1.1 Tertiary Code: 31.2.1.2

Figure 31-5 Process Improvement-Admin Screen Fields
(Numbers in data boxes refer to section numbers.)

31.2.1 Fields for Process Improvement-Admin Screen 1 of 1

31.2.1.1 SLFA

This data box is automatically populated with the Contract Administration Office (CAO) code (2-5 alphanumeric characters) based on the Username entered during the login procedure. This is a required field.

Note: If you enter any other CAO Code, a message appears informing you that the CAO Code you entered does not match the CAO Code associated with the logon ID, and that you should reenter the CAO. Click **OK** to close the message.

31.2.1.2 Tertiary Code

Enter the identifier (up to 2 alpha characters) for the Defense Contract Management Office (DCMO). This is a required field.